



# CITY OF HOUSTON

## Job Posting

SL/CMD

Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	DIVISION MANAGER
Posting Number	PN# 112273
Department	Department of Public Works & Engineering
Division	Planning and Development Services Division
Section	Sales and Leasing Section, Real Estate Branch
Reporting Location	611 Walker *
Workdays & Hours	M – F , 8 a.m. – 5 p.m.*

\*Subject to change

**DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Directs the management, coordination, implementation, administration and operation of various systems, plans and projects associated with the sale and lease of surplus City property and interests including streets and easements; handles related transactions such as encroachments into City property. Prepares, reviews, approves, and responds to written communications with the public, assigned staff, City personnel and other entities. Manages, trains, develops, counsels, and evaluates staff performance. Assists in the design and implementation of special systems, plans and projects. Establishes policies, procedures, guidelines and project schedules. Researches, reviews and evaluates new data, reports, products and other information. Implements continuous management improvements. Acts as liaison to other departments, government agencies and private sector on property disposition matters. Reviews, evaluates, selects, and implements property-related hardware and software products. Assists departments and general public in obtaining and explaining technical and non-technical information. Develops and interprets codes, ordinances, and specifications. Drafts and reviews proposed contracts, letters of agreement and amendments. Provides technical advice, consultation, and support to the department. Coordinates the preparation, implementation and monitoring of the budget and expenditures. Develops methodologies for creating project data. Handles special projects, feasibility studies and other duties as assigned by the Assistant Director.

**WORKING CONDITIONS**

This position is usually physically comfortable the individual has discretion about walking, standing, etc. There are usually no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

**MINIMUM EDUCATIONAL REQUIREMENTS**

Requires a Bachelor's degree in Business Administration, Accounting, Real Estate, Engineering or a field closely related to the activities of the division.

**MINIMUM EXPERIENCE REQUIREMENTS**

Seven (7) years of progressive professional experience closely related to the activities of the division are required, with at least three (3) of the years in a supervisory capacity.

A Master's degree in Business Administration, Public Administration or a field closely related to the activities of the division may be substituted for two years of experience.

**MINIMUM LICENSE REQUIREMENTS**

Valid Texas Driver's License and compliance with the City of Houston's policy on driving (AP 2-2)

**PREFERENCES**

- Preference will be given to the candidates with public sector real estate, legal, and/or supervisory experience.
- Advanced knowledge of real estate-related data bases and systems
- Advanced knowledge of Microsoft Excel
- Working knowledge of Microsoft Word and Outlook
- Excellent oral and written communication skills.

**SELECTION/SKILLS TESTS REQUIRED**

None

However, the Department may administer a skill assessment evaluation.

**SAFETY IMPACT POSITION**

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

**SALARY INFORMATION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

**Salary Range - Pay Grade 29**  
\$1,885 - \$3,629 Bi-weekly      \$49,010- \$94,354 Annually

**OPENING DATE**

August 2, 2006

**CLOSING DATE**

Open Until Filled

**APPLICATION PROCEDURES**

Original applications and resumes only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1<sup>st</sup> floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 837-7734. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

An equal opportunity employer